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**OFFICE OF PUBLIC INSTRUCTION**

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**Linda McCulloch**  
Superintendent

TO: System Test Coordinators  
FROM: Judy Snow, State Assessment Director  
RE: Update--CRT Data Entry for Bar Code Labels  
DATE: December 15, 2005

Test coordinators who are working on bar code data entry for the CRT have raised some issues that need clarification. Below are the issues and the solutions.

Issue: Date of Birth  
Date of Birth order is: MMDDYYYY  
The template is correct  
8 digits—no slashes  
Disregard the User Guide for this issue

Issue: Disability Codes, OH and OI  
The template is correct  
OH (Other Health Impairment)  
OI (Orthopedic Impairment)  
Disregard the User Guide for this issue

Issue: School Codes—Leading zero dropped from the field  
Highlight School Code Column  
On Menu Bar, select Format  
Select Cells  
On Number Tab, select Text  
Click OK